

## Intensive Course in Research Writing

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## Intensive Course in Research Writing: Session 8 (7 July 2016)

### Today

- Presentations by some class members
- Presentation/discussion: preparing a curriculum vitae
- Workshop: drafts of discussions

(Also, part of today's session will be spent finishing lecture material left from other days.)

### Presentations by Some Class Members

### Some Aspects of Writing Style (continued)

### For Tomorrow

- Reading due: Chapter 37 (on grant proposals)
- Browsing due: annotated grant proposal at <http://www.authoraid.info/en/resources/details/587>
- Note: additional examples of proposals at <http://www.niaid.nih.gov/researchfunding/grant/pages/appsamples.aspx>
- Writing due: revised draft of results section

## Preparing and Giving Poster Presentations

(material left from before)

## Preparing a Curriculum Vitae (CV)

### The Curriculum Vitae: Some Basics

- Curriculum vitae: the academic equivalent of a resume
- Commonly called a CV
- Lists your education, experience, publications, honors, etc
- Often required in proposals to help show that you are qualified for what you are proposing
- Also used when applying for fellowships, jobs, promotions, honors, etc

### A Resource

- From the Columbia University Center for Career Education
- Includes advice and a sample CV
- URL:  
<http://www.careereducation.columbia.edu/resources/tipsheets/resumes-and-cvs-curriculum-vitae>

### Standardized CVs

- Required by some granting agencies
- Have specific instructions to follow—for example, regarding
  - Types of information to include
  - Organization of information
  - Length
- A brief look at an example

### Something Related: A Biosketch

- A paragraph or few paragraphs about your professional history
- Typically less than a page
- Helpful to give people who will introduce you as a speaker
- Also useful in other contexts
- An example

### Preparing a CV to Use in a Proposal

- Follow instructions carefully.
- In general, use reverse chronological order.
- Emphasize items that help show you're well qualified for what you're proposing.
  - What might be some examples?
  - Therefore you may have different versions of your CV for different proposals.

### Preparing a CV: More Tips

- If an item may be unclear to readers, include a brief explanation.
- When listing papers you have written for publication:
  - If a paper has been accepted but not yet published, list it under Publications as "In press" or "Forthcoming."
  - If a paper has been submitted but not yet accepted, do not list it (or list it under Research rather than Publications).

### Preparing a CV: More Tips

- Whatever opportunity is being sought, tailor the CV to the specific opportunity.
- Don't include items that aren't very relevant (examples: height, weight, marital status, high school attended, hobbies).

### An Idea

- For appropriate examples, look on the Web for CVs of people in your field.

Workshop: Drafts of Discussions